City of Seattle
Department of Planning and Development
www.seattle.gov/dpd

SCREENING STANDARDS

Single Family Add and Alt

INDEX 7

Applicant Services Center
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
Phone: (206) 684-8850
Hours: M/W/F, 7:30am-5:30pm; T/Th, 10:30am-5:30pm

Single Family - General Responsibilities

Screening Responsibilities: These standards are all required for a complete application and prior to routing for a review, but individually, are not a reason to reject an appointment. The screener must look at all aspects of a project submittal and determine whether the combination of missing items can be added during the appointment time constraints.

"**Project stoppers**" are corrections that require a substantial redesign.

Applicants are responsible for insuring that their submittal meets this checklist and standards prior to intake. The limited time of intake is not intended for applicants to complete their application materials.

O/S Screener: Responsible for completeness of plans and submittals for building, energy/mechanical reviews, building code items (stories and basements, type of construction, occupancy groups), fees, identifying review locations, O/S IP hours and in coordination with the LU Screener the Project Description.

LU Screener: Responsible completeness of plans and submittals for Zoning Review including easements, No Protest Agreement, etc. Use per Land Use Code, Land Use review locations, Zoning IP hours, and in coordination with the O/S Screener the Project Description.

Single Family - General Requirements Overview

Screening Overview (SCOPING):

Cover Sheet Complete

- Project Address matches the Address assigned by DPD
- All portion of Cover Sheet completed including, Contact information, Related Projects, Floor Area, Grading, page where information is indicated on the plans, Energy/Mechanical Code Compliance Information etc. Check for forms if Target UA or Systems Analysis is used.

Project matches Addressing Review

- Legal Description matches legal description reviewed by Addressing
- Plot Plan matches Plot Plan reviewed by Addressing
- Address on all sheets match DPD Project Address

Plot Plan, Floor Plan and Elevations agree

All Plans and Notes Indicated in Screening Checklist are Included

Plans are Microfilmable

- Good Contrast
- Minimum 1/8th inch lettering
- Minimum 1/8th inch or 1:10 for plot plan
- Minimum ¼ inch for all other plans

Number of Plans Required

- Two Identical Sets of Plans with Complete Coversheets and Stapled

Structural Calculations Included

Note: required for all projects with structures less than 20' in width, of unusual shape or of unusual framing

Forms Completed:

- Financial Responsibility Form
- Contact Disclosure Form
- Construction Storm Water Checklist
- Equipment Sizing Form
- Pre Application Site Inspection Report
- Target UA Form or Systems Analysis Calculations **If** selected on Coversheet
- Side Yard Easement (if new easement prior to recording)
- Accessory Structure Agreement

Architectural and Structural Notes

Req	Prov	
☒	☐	Identify Building Code Edition (such as year, including amendments)

Design Loads Notes

☐	☐	Floor Dead Load and Live Load
☐	☐	Roof Dead Load and Live Load
☐	☐	Wind Exposure and Speed
☐	☐	Seismic Zone
☐	☐	Soil Bearing Pressure
☐	☐	Equivalent fluid Pressure

Foundation Notes

☐	☐	Concrete Strength and Mix
☐	☐	Reinforcing Steel Grade Placement and Protection
☐	☐	Anchor bolt size, spacing, and washer/plate size

Framing Notes

☐	☐	Species and Grade of beams, headers, joist, rafters, columns, studs & misc.
☐	☐	Sheathing type, grade and index.
☐	☐	Manufactured Trusses
☐	☐	Nailing and Blocking
☐	☐	Stairway headroom, and handrail specifications
☐	☐	Guardrail height, intermediate rail

Mechanical & Ventilation Notes

☒	☐	Identify Code Edition (such as year, including amendments)
☐	☐	Source Specific Fan Sizes (if not specified on floor plans)
☐	☐	Duct work gage between garage and living spaces
☐	☐	Whole house ventilation method (exhaust only, integrated forced air, etc.) include size, sone rating, and controls

Energy Notes

☒	☐	Identify Code Edition (such as year, including amendments)
☐	☐	Heated Floor Area (gross)
☐	☐	Area of Exterior Doors
☐	☐	Area of glazing in walls
☐	☐	Area of Skylights
☐	☐	Glazing % (all glass)

Land Use Notes **- may be on page with Plot plan**

Lot Coverage

☒	☐	Show area calculations of all principal and accessory structures
☒	☐	Identify allowed lot coverage
☒	☐	Identify total lot coverage
☒	☐	Identify exceptions used (i.e. 18” overhang including gutter)

Structure Height

☒	☐	Identify maximum structure height allowed
☒	☐	Identify proposed structure height
☒	☐	Identify exceptions used (i.e. pitched roof, rooftop features, sloped lot height bonus)

Land Use Notes - continued

Req	Prov	
		Sloping lot height bonus documentation (calculate to nearest inch)
☐	☐	Show calculations for average elevation of low grade wall
☐	☐	Show calculations for average elevation of high grade wall
☐	☐	Show calculations for difference between average high and average low elevations
☐	☐	Identify distance between average low point and average high point
☐	☐	Show calculations for slope on lot (difference in average elevations divided by distance between these points)
☐	☐	Show calculations for additional height allowed (slope of lot divided by .06)
		Front Yard Averaging
☐	☐	Provide a partial block front plan showing nearest single family structures used for averaging.
☐	☐	Dimension the distance from proposal site side lot lines to single family structures used for averaging.
☐	☐	Dimension the distance from front lot lines of each structure used for averaging to the wall nearest to the street.
☐	☐	Dimension all portions of front facade of each structure used for averaging purposes
☐	☐	Identify portion of each structure used for averaging purposes (i.e. enclosed porch, living area, etc.)
☐	☐	Provide calculations demonstrating how front yard requirement for proposal site was determined

Plot Plan

		General Information
☒	☐	Project site address
☒	☐	Scale 1” = 10’ or 1/8” = 1’
☒	☐	Legal description(s) (Include easement legal description and recording number)
☒	☐	Existing and proposed easement location and dimensions (side yard, ingress & egress, pedestrian access, etc.)
☒	☐	King County Assessor’s Parcel Number (APN)
☒	☐	North arrow
☒	☐	Identify and dimension all property lines. Show their bearings.
		Street and alley information
☒	☐	Names of adjacent streets
☒	☐	Street and Alley right-of-way width
☒	☐	Identify elevation at center of developed roadway if a change to access or parking is proposed
☒	☐	Street, alley improvement type, and width (asphalt, concrete, gravel, 24’ wide, or specify “unimproved”)
☒	☐	Sidewalk location or specify “no sidewalk”
☒	☐	Curbcut width and distance from adjacent property lines
☒	☐	Label curbcuts as “existing” or “proposed”
☒	☐	Identify all physical restrictions to site access (utility poles, rockeries, street trees, Metro bus stops, etc.) if a change to access is proposed

Plot Plan - continued

Req	Prov	
Development Information		
☒	☐	Dimension distances from all portions of the building to front, side, and rear property lines
☒	☐	Identify new and existing structures or portions of structures
☒	☐	Dimension and label all portions of the structure (exterior walls, porches, decks, stairs, cantilevers, roof overhangs, chimneys, etc.)
☒	☐	Identify accessory structures.
☒	☐	Dimension distances between structures on property
☒	☐	Label and dimension surface parking space(s), driveways
☒	☐	Identify existing and finished grade elevation of driveway at property line if a change to access or parking is proposed.
☒	☐	Identify finished grade elevation at garage if a change to access is proposed
☒	☐	Label and dimension rockeries, site retaining walls, fences, arbors, trellises, patios, walkways, etc.)
☐	☐	Locate and dimension all window wells, fireplaces, chimneys, etc.
☐	☐	Caliper and species of exceptional and significant trees
Height details For New Addition or Roof Modification		
☒	☐	Identify existing and finished grade at each building corner
☒	☐	For pitched roofs – identify elevation at top of plate, top of roof peak(s), (top of roof decks if applicable)
☒	☐	For flat roofs, identify elevation at top of roof structure, top of roof decks if applicable
Additional requirements - Sloping lot height bonus details for New Addition or Roof Modification		
☒	☐	Locate and identify the average elevation point on high grade wall
☒	☐	Locate and identify the average elevation point on low grade wall
☒	☐	Show and dimension line between average high point and average low point
☒	☐	Provide topographic survey with 2 foot contours (minimum) by licensed surveyor

Demolition Plan - May be included on Floor Plan

Req	Prov	
☐	☐	Show all items to be demolished
☐	☐	Indicate bearing walls, columns and shear walls
☐	☐	Show removal of ceilings
☐	☐	Show all existing items to remain

Floor Plans

General Information		
☒	☐	North arrow
☒	☐	Scale ¼" = 1'
☒	☐	Label floor level (1st, 2nd, basement, etc.)
☒	☐	Identify New and Existing

Floor Plans - continued

Req	Prov	
General Information – continued		
☒	☐	Use of each room
☐	☐	If framing is shown, identify which floor level framing (i.e. "1st floor plans, 2nd floor framing")
☒	☐	Reference call outs for cross sections and details
Floor plan information		
☒	☐	Overall dimensions (exterior wall to exterior wall)
☐	☐	Dimension location of all interior walls and columns, from each other and from outside of exterior walls
☐	☐	Location of interior and exterior doors and windows
☐	☐	Dimension exterior door size and specify u-value
☐	☐	Identify egress window(s).
☐	☐	Show occupancy separation requirements between attached garage and dwelling
☐	☐	Dimensions for window sizes on plan or provide schedule. Include height, width, type (i.e. slider, casement, awning), u-value or call out key on plan.
☐	☐	Show and dimension critical ceiling breaks (i.e. sloped ceiling provisions, soffits, etc.)
☒	☐	Locate all smoke detectors
☐	☐	Locate exhaust fans
☐	☐	Attic access location and size
☐	☐	Water heater location
☐	☐	Furnace location
☒	☐	Kitchen sink, refrigerator, cooking appliances location
☒	☐	Toilet, bathing, sink location
☐	☐	Fireplace, bay windows, etc. location and dimensions
☐	☐	Show decks, porches, landings, etc.
☐	☐	Identify partial height walls
Stair information		
☐	☐	Locate stairs
☐	☐	Dimension width and landing size
☐	☐	Indicate rise and run
☐	☐	Handrail information
☐	☐	Guardrail information
☐	☐	Headroom height
☐	☐	Winding stair requirements (if used)
☐	☐	Spiral stair requirements (if used)

Elevation View

General Information		
☒	☐	Scale ¼" = 1'
☒	☐	Show and label north, south, east, and west elevation views
☐	☐	Show and label existing and finished grade lines

Elevation View - continued

Req	Prov	
General Information - continued		
☒	☐	Show and label new and existing structures or portions of structures
☐	☐	Show and dimensions exterior architectural features (garden windows, bay windows, etc.)
☐	☐	Show window wells
☐	☐	Slope of pitched roofs
☐	☐	Location of doors and windows
☐	☐	For pitched roofs – dimension height from existing or finished grade, whichever is lower to top of plate, top of roof, top of roof peak, top of roof decks (if applicable) at each building corner
☐	☐	For flat roofs – dimension height from existing or finished grade, whichever is lower to top of roof structure, top of roof decks (if applicable) at each building corner
☐	☐	Height of yard exceptions (decks, porches, stairs) from existing or finished grade, whichever is lower
☐	☐	Height of cantilevered portions of structure from grade
☐	☐	Height of chimney above structures within 10’
☐	☐	Details of open railings on decks if yard or height exceptions used

Foundation Plan –Provide the following for all new construction and areas affected such as adjoining areas influencing or modifying loads

General Information		
☒	☐	North Arrow
☒	☐	Scale ¼” = 1’
☒	☐	Identify New and Existing
☒	☐	Reference callouts for cross sections and details
Footing and foundation information		
☐	☐	Overall dimensions
☐	☐	Location and dimensions of columns from each other
☐	☐	Dimension and locate spread footings. Specify reinforcement size and quantity
☐	☐	Dimension continuous footings and foundation walls (width, thickness, and height) or reference detail
☐	☐	Thickness of slab
☐	☐	Window wells construction information
☐	☐	Crawl space vent size and location
☐	☐	Crawl space access (location and size)
☐	☐	Show posts below first floor framing
☐	☐	Locate and identify all steps in footing and / or foundation
☐	☐	Show hold-down location and size
☐	☐	Show all first floor framing (size and span of beams and joists, direction of joists)
☐	☐	Show all cripple walls
☐	☐	Show all shearwall / braced wall panels and indicate construction

Floor Framing Plan – Provide the following for all new construction and areas affected such as adjoining areas influencing or modifying loads

Req	Prov	
		General Information
☐	☐	North arrow
☐	☐	Scale ¼" = 1'
☐	☐	Reference call outs for cross sections and details
☐	☐	Identify New and Existing
☐	☐	Identify floor (1st floor, 2nd floor, etc.) and framing level
		Framing information
☐	☐	Size and spacing of framing members (i.e. joists, beams)
☐	☐	Size and span of headers, beams, etc.
☐	☐	Dimension and size of framing around openings in floors, ceilings, and other horizontal diaphragms
☐	☐	Locate all bearing walls and supporting floor framing
☐	☐	Locate all bearing walls and bearing points from above
☐	☐	Locate and identify all structural discontinuities, cantilever, offset bearing walls, floor level changes, etc.
☐	☐	Show hold-downs, or straps location and size
☐	☐	Show all ledger connections
☐	☐	Identify all shearwall and braced wall panels and their schedule

Roof Framing Plan – Provide the following for all new construction and areas affected such as adjoining areas influencing or modifying loads

		General Information
☐	☐	North arrow
☐	☐	Scale ¼' = 1'
☐	☐	Identify New and Existing
☐	☐	Reference call outs for cross sections and details
		Framing information
		If using conventional framing
☐	☐	Specify ridge beam size and span
☐	☐	Show location of collar ties, rafter ties or clips (if used)
☐	☐	Specify rafter size, spacing, and span
☐	☐	Specify header sizes and span
		If using pre-manufactured trusses
☐	☐	Location of girder truss, hip master
☐	☐	Specify truss span, spacing, type (common, scissor, gable end, etc.)
		For all framing types
☐	☐	Show all bearing members below (walls, beams, headers, etc.) giving size and span
☐	☐	Specify size of framing around roof openings
☐	☐	Indicate pitch of roof(s)
☐	☐	Location of roof openings (skylights, chimneys, etc.)
☐	☐	Dimension all eaves

Building Section

A "**Building Section**" is a cross-sectional view (exterior wall to exterior wall) through a building (foundation to ridge), intended to illustrate the vertical relationship of significant building spaces.

Req	Prov	Minimum Requirements
☒	☐	Min. ¼"=1'-0" scale.
☒	☐	Reference call-outs to construction details.
☒	☐	Dimension distance from floor to floor.
☒	☐	Ceiling height dimensions. (When using sloped ceiling provision, provide detailed dimensions)
☒	☐	Detailed dimensions if collar ties used.
☒	☐	Specify roof pitch / slope.
☒	☐	Clearly identify new and existing construction, and construction details specifying the connection of new to existing
☒	☐	Illustrate unusual conditions (lofts, raised floor areas, unusual ceiling configurations, etc.)

Watch For:

1. Floor plans must show the location of the section cut and reference the Building Section.
2. When multiple conditions are proposed and clarity is critical in order to show code compliance (such as unusual ceiling conditions), multiple building sections or partial sections may be appropriate.
3. Detailed information, such as insulation levels or a stair section, may be on the Building Section as long as the proposal is clear.

Construction Details – **Provide the following for all new construction, as well as connection between new and existing construction.**

A "**Construction Detail**" is an enlarged view (usually sectional) of a critical construction element, intended to clearly show code conformance.

General Information		
☒	☐	Minimum ¼" = 1' (3/4" = 1' or larger is commonly used for construction detail so detail is clearly presented)
☐	☐	Identify New and Existing
Stair Detail		
☐	☐	Rise and run dimensions (Winders, spirals, or other unusual stairways may require a detailed plan view as well).
☐	☐	Dimension headroom height
☐	☐	Handrail information (grasp requirements, extensions, and returns)
☐	☐	Guardrail information (height and spacing of intermediate rails)
☐	☐	Fire protection under stair (if enclosed)
TYPICAL WALL SECTION (extending from roof to foundation/basement wall)		
Roof Detail		
☒	☐	Dimension eave
☒	☐	Show gutter, specify type

TYPICAL WALL SECTION - continued

Req	Prov	
Roof Detail - continued		
☒	☐	Specify roof insulation, R-value, and type
☒	☐	Show fire protection at eave (if appropriate)
Wall Detail		
☒	☐	Size and number of top and bottom plates
☒	☐	Stud sizing and spacing
☒	☐	Exterior side: Siding, weather protection, structural sheathing (thickness and material), Veneer type (brick, stone) thickness, and attachment. Fire resistive assembly if appropriate.
☒	☐	Interior side: Insulation R-value and type; Wall covering material and thickness (usually gypsum wall board)
Floor Detail		
☒	☐	Sheathing material and thickness
☒	☐	Location of framing members
☒	☐	Foundation information or reference to separate detail
☒	☐	Crawl space heights
☒	☐	Visqueen material and thickness
☒	☐	Perimeter slab and below grade wall insulation and R-value if applicable
Foundation/Basement Wall/Retaining Wall Details		
☐	☐	Fully dimension
☐	☐	Detail all differing conditions (reference to detail required on foundation plan)
☐	☐	Specify footing depth below grade
☐	☐	Specify maximum backfill
☐	☐	Indicate depth of cut in relationship to property line
☐	☐	Specify re-bar location and size
☐	☐	Specify sill plate size and material
☐	☐	Specify anchor bolt size and spacing and washer size
☐	☐	Footing drain location, size (at exterior wall)
☐	☐	Spread footing detail(s) – post size, connections to footing, framing above
Shearwall Details		
☐	☐	Show all Shearwall / Braced wall Panels, show construction and assembly details
Shearwall Schedule		
☐	☐	Sheathing material, thickness
☐	☐	Required nail size, spacing
☐	☐	Top and bottom plate connection to diaphragm
☐	☐	Floor to floor transfer details (hold down strap details)
☐	☐	Diaphragm to shearwall connections
Miscellaneous Details		
☐	☐	Rockery / ecoblock cross section
☐	☐	Collar tie connection details if not provided somewhere else in plan set
☐	☐	Rated wall construction details

TYPICAL WALL SECTION - continued

Req	Prov	Miscellaneous Details - continued
☐	☐	Masonry veneer connection detail if not shown on wall details
☐	☐	Ledger connection (member size, connection size, spacing) if not provided on framing plan
☐	☐	Greenhouse connection if not included elsewhere in the plans

Watch For:

1. **Excavation exceeding 1H:1V from a property line** may require a cross-sectional detail. When necessary, bottom of footing elevations may be required on the Foundation Plan.
2. If there is **Shoring or Letter of Agreement** for protecting adjoining property plans need to indicate distance of structures or other surcharge on the adjoining property
3. If an **elevator** is proposed, a detail section of the elevator shaft is required.
4. If a **masonry fireplace** is proposed, a detail section of the fireplace and chimney is required.